

- Training (EG) – Expenditures exceed biennial allotments by \$1,582. Conference fees and membership dues paid to the International Foundation of Employee Benefits Plans comprise the majority of the expenditures. Costs in excess of the allotments need to be offset by savings in other areas.
- Subscriptions (EJ) – Expenditures total 47 percent of the allotment through November, resulting in savings.
- Facilities and Services (EK) – Agency expenditures exceed biennial estimates by \$839. Payments to GA for office move-related costs comprise the majority of expenditures. The annual Consolidated Mail fee through December is paid. Although monthly mail costs remain lower than estimates, expect additional fees for mail processing. Costs in excess of allotments need to be offset by savings in other areas.
- Data Processing (EL) – Current expenditures total 65 percent of the allotment to date. Recent AFRS costs are higher than estimates by an average of \$33 per month. Even if this trend continues, I do not anticipate any problems. Monthly DIS and HRISD costs remain lower than estimates by \$360 per month. Other data processing costs nearly align with estimates. This is a potential savings area.
- Attorney General Services (EM) – Current charges total 82 percent of the allotment to date. The agency may have savings in this area.
- Personnel (EN) and Insurance (EP) – There are no expenditures to date. The agency can use the \$21,000 savings from the executive director search to cover deficits in other areas.
- Purchased Services (ER) – Current activities total 76 percent of the allotment to date. SACS costs through December are paid. Other expenditures include the actuarial services agreement. The agency currently has savings in this area.
- Other Goods and Services (EZ) – Expenditures total 34 percent of the allotment through November. The majority of expenditures are for light refreshments. The agency has savings in this area.

Travel – The agency continues to under spend its travel allotment. This is due to lower out-of-state travel costs and savings accumulated in fiscal year 2004 while the agency was established. The agency has savings in this area.

Capital Outlays – Costs exceed biennial estimates in this area by \$10,847. The agency needs to use savings in other areas to offset the payments for equipment to furnish the office.

IMPORTANT DATES

January 5	Payroll Cutoff (B)
January 10	2005 Legislative Session Begins
January 25	Quarterly Allotment Adjustments Due

Please call me at (360) 664-7666, or email me at Diann.Lewallen@ofm.wa.gov if you have any questions regarding the reports or information in this memorandum.

Attachments